

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## VACANCY ANNOUNCEMENT

**Title:** Chemist I (Agricultural Materials and Meat Chemistry-Laboratory Sections)

**Salary:** \$ 30,000 - \$ 35,000

**Headquarters:** Guthrie Agricultural Center

**Send WVDA Application & Resume to:** Anne Oravec, Executive Assistant  
West Virginia Department of Agriculture  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0170  
Phone: 304-558-2221  
E-mail: aoravec@wvda.us

**Closing Date:** Open Until Filled

### Note:

To be considered for employment, a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:

<http://www.agriculture.wv.gov/Resources/>

**Nature of Work:** Performs analysis of commercial animal feed, fertilizer, agricultural lime, environmental samples and meat. Also, performs work in the maintenance of a quality assurance program for both laboratory sections.

### Examples of Work Performed:

- Develops and maintains quality assurance measures to assure accurate analytical methods.
- Develops and utilizes methods consistent with the laboratories' equipment for analyses of commercial feed, fertilizer, agricultural lime, environmental samples and meat.
- Analyzes and interprets test results to assist in the administration of laws, regulations or specifications relating to the chemical composition of the materials analyzed.
- Performs chemical analysis in accordance with scientific principles and techniques as determined by a supervisor.
- Determines the type and extent of testing required to ascertain the quality of samples submitted for analysis, guided by the principles and techniques of analytical chemistry and by the methods devised by professional and testing organizations in developing the necessary laboratory procedures.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

- Maintains records of all quality activities as documented in the Standard Operating Procedures (SOPs) and test methods.
- Handles samples and performing analyses per SOPs and test methods.
- Writes and/or updates SOPs and test methods.
- Signs reports when delegated signature authority.
- Maintains and calibrates equipment.
- Reports deficiencies or malfunction to the Assistant Director.
- Identifies and records nonconformities on *Corrective Action Requests*.
- Identifies and records potential nonconformities on *Preventive Action Requests*.
- Corrects nonconformities and potential nonconformities.
- Improves laboratory and/or quality activities on a continuous basis.
- Escalates questionable identifications or findings to a supervisor.
- Attends meetings that may include overnight travel.
- Utilizes a Laboratory Information Management System (LIMS) for data entry and other computer operations.
- Performs related work as required, such as assisting other division chemists as needed.
- Prepares official reports and may be called upon to testify before the court or the Commissioner.
- Other duties as assigned.

#### **Working Conditions:**

- General laboratory environment and activities that include sitting, standing, and/or walking for extended periods of time; frequent bending, squatting, and reaching above shoulder level, pushing, pulling and handling objects, and lifting up to 50 pounds.
- May work with pathogenic microorganisms, hazardous chemicals such as disinfectants, acids, bases, mutagens, teratogens, and solvents; hot liquids, steam, and hot solid surfaces capable of burns; and warm, humid conditions typical in the laboratory environment.
- Wear personal protective equipment.
- May be exposed to unpleasant odors.

#### **Required Knowledge, Skills and Abilities:**

- Comprehensive knowledge of the principles, practices and procedures of organic and inorganic chemistry.
- Knowledge of composition and significant properties of materials and substances used or tested by the State.
- Extensive knowledge in the use of complex laboratory instruments and equipment commonly used in analytical laboratories.
- Ability to prepare analytical reports and to organize and present scientific information in a clear and concise manner.
- Ability to understand and to follow oral and written instructions, formulas and charts.
- Extensively skilled in performing original research and devising new methods of testing.
- Widespread knowledge of computerized LIMS (Laboratory Information Management System)

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is recommended.

- Knowledge in procedures involving the use and handling of hazardous chemicals.

## Qualifications:

**Training:** Graduation from an accredited 4-year college or university with a major in chemistry or related physical science.

**Substitution:** Graduation from an accredited 4-year college or university with a minor in chemistry or related physical science and at least one year of experience in carrying out technical work in a laboratory.

**Experience:** One year of experience in carrying out technical work in a chemical laboratory preferred.

## Additional Requirement:

- Valid Driver's License.
- Satisfactory completion of pre-employment drug testing.
- Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.
- Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.

*The West Virginia Department of Agriculture is an Equal Opportunity Employer*

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